

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **LB0318677**

DATE POSTED: **05/05/14**

POSITION NO: **210391**

CLOSING DATE: **05/16/14**

POSITION TITLE: **Executive Director**

DEPARTMENT NAME / WORKSITE: **Legislative Branch/Office of Navajo Government Development/Window Rock, AZ**

WORK DAYS: **Mon - Fri** REGULAR FULL TIME: ☒ GRADE/STEP: **Y71A**

WORK HOURS: **8am-5pm** PART TIME: ☐ NO. OF HRS./WK.: **71,364.80** PER ANNUM

SEASONAL: ☐ DURATION : **34.31** PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Directs the office in complex governmental matters that may be highly political and impact the overall Nation; works under oversight of the Commission on Navajo Government and make regular reports to the Commission and Navajo Nation Council and/or Committees; prepares legislation, resolutions, policies; contracts and correspondence; explains Navajo law and policies affecting the chapter governments; and conducts a significant amount of public education and speaking, preferably in Navajo. May involve review of small to medium size grants for chapter governments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A Master's degree in Public Administration, Business Administration or a related field; and eight (8) years of administrative or management experience, six (6) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- * Two (2) years administrative or senior management experience in Navajo government.
- * Significant and proven leadership experience.
- * Project planning, revenue generation and grant writing experience.
- * Proficient in Microsoft Office software or other computer applications.

Special Requirements:

Pursuant to Title 2 § 973 B (8), Shall serve at the pleasure of the Commission on Navajo Government Development.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the Local Governance Act, Ethics in Government Law and Title II of the Navajo Nation Code. Knowledge of budgeting, goal setting, performance measure development, and fiscal management; skilled in contract drafting, management, procurement, compliance and enforcement; skilled in organizing, planning, and supervising; skilled in managing and directing staff, maintaining open and effective communication, and employee rights and grievance procedures; skilled in researching, interpreting and analyzing a variety of legal documents; skilled in collection, analysis and evaluation of information to arrive at sound conclusions and recommendations; ability to forge effective working relationships with Council Delegates, Chapter Officials and staff, and the Navajo public; excellent public speaking skills and writing skills mandatory.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.